G R S 59]

GENERAL AND REVENUE SECRETARIAT

1909-10
(Education)

File No. 188-09

Serial Nos. 1-5

Papers Filed.

Month August, 1910

SUBJECT

Institution of Scholarships in the Aided Commercial School, Bangalore

PREVIOUS REFERENCES	LATER REFERENCES
Edn 167-08, 81 1 & 2	

GRS 11] 1909-10

GENERAL AND REVENUE SECRETARIAT

Education)

NOTES

File No 188-09

FILE HEADING

Institution of Scholarships in the aided Commercial School, Bangalore

From Mr. G C Lakshmanarayya, Manager of the School

No Letter Dated 18/11/09 Received 20/11/09

Diary No 3394 | Enclos | Spare Copies | Serial No 1

BRIEF ABSTRACT OF LETTER

Requests that the two Commercial Scholarships proposed to be awarded in the Devan's School of Commerce, Bombay may be made tenable either in that Institution or in the Commercial School, Bangalore.

NOTES AND ORDERS

On the application of Prof Dawar, Govt in their order No 8467-9 Edn 144-07 dt 26/2/08 directed that one or two of the State Technical Scholarships may be made tenable in the

Notes—First sheet

[1 B—9.000—3.4.07

G R S 12]
General and Revenue Secretariat

Edn File No 189 of 1906-10

2

Serial No

Davar's School of Commerce, Bombay.

2 The Dy Dl of Edn in his letter No 4866/320 dy 16/12/08 Recommended the grant of 4 Scholarships of Rs 5 each in the Bangalore Commercial School. Govt after Considering all the facts declined to Sanction these Scholarships (Vide G.O. No 8343/Edn 167-08 dy 25/2/09)

3 Submitted for orders with a Copy of the Rules re Technical Scholarships

Hmw 4 Please let me see the 25/4/09 Dfs note for dy 28th Sept

N. J 5/26/11/07

Cfs 29/4/09

5 Reference is invited to file — Edn 167-08 & the Scholarships are intended for training in those arts & industries for which facilities do not-

Note—Contn sheet

GPB—50 000—17 3 07

G R S 12]
General and Revenue Secretariat

EDK File No 188 of 1909-10

Serial No

At present exist in the State they cannot therefore be made tenable in institutions in the State. So far as outside institutions such as Davars School are concerned, if an applicant for a scholarship is received for study of a subject for which ~~expect~~ suitable facilities exist in the State as for instance in the Bangalore or Mysore Commercial School, the application may be refused.

b If approved the petn may be sent on to the Govt with a remark as above for consideration in ~~awarding the~~ recommending the scholars for 1910.

2281

2nd Cl) Yes.
H
28/11/09

CSB
26/11/09

7 Put up draft
CSB
30/11/09

8 Draft Govt
hm sng
30/11/09

Issue CSB
1/12/09

NOTE—Contn sheet

GPB—50 000—18 5 08

G R S 12
General and Revenue
Secretariat

Edn File No 188 of 1909

Serial No 2

To The DG of Edn
No 4670 d 1 12 09

Forwards 8 C/S with the remarks that the State Tech: Scholarships are intended for training in those arts and industries for which facilities do not exist in the State and that although for the study of Commercial subjects in Bombay may be refused if facilities for learning the same subjects exists in Mysore or Bangalore

3 From Do - No 5453/3809 2/12/09
States that it is not desirable to send candidates to Bombay at Govt expense when facilities exist for the study of Commercial Subjects in Bangalore and Recommends that the Devan's College of Commerce may be omitted from the list of institutions in which the technical Scholarships are made tenable.

NOTE—Contn next

GPB— 0000—13 5 08

GRS 12,
General and Revenue
Secretariat

Edn File No 188 of 1909-10

37925

Serial No

The Dept has included the name of one Michael in the list of candidates recommended for the technical scholarships of 1910. But as he proposes to study Commercial subjects in Bombay, it is now proposed to omit his name in the list

To Edn file No 18-09 Re-technical scholarships of 1910

This letter has not been sent to Commissioner

Dom Emg 4/12/09

1) Re second para of DPI's letter we may keep Davar's school on the list for some time more - under

Rd 7-12-09

12) What are the subjects taught in the institutions here & what in Davar's College. If not available here, please get information (by Prospectus or Syllabus &c)

7/12/09

7/12

7/12-09

NOTE—Contn sheet

GPB—0 000—15 5 08

GRS 12]
General and Revenue Secretariat

GSh File No 188 of 1909-10

Serial No	
13	A copy of the Directory of technical institutions in India is put up Please see page 82 for the subjects taught in the institution Devan's College of Commerce. This Directory Contains no information about the Commercial School, Bangalore Submitted with a draft calling for the prospectus of the Commercial School, Bangalore. Issue 14-12-09
4	To the DS of Edn no S-2268 17-12-09 Calls for a copy of the prospectus or Syllabus of the Commercial High School Bangalore
5	From the DS Edn no 6639/4-6 of 5-1-10 Submits copies of the Syllabuses

NOTE—Contn sheet

CPB—5 001—27-09

GRS 12]
General and Revenue
Secretariat

File No 148 of 1909-10

7

Serial No 14

Submitted
Rcvd 19/11/10

15 The Syllabuses of the Commercial High school Bangalore and the Directory of Technical institutions in India showing the subjects taught in Dawans College, Bombay are forwarded while the greater number of subjects taught in Dawans College are also taught in Bangalore, there appear to be one or two subjects e.g. "Commercial Arithmetic", "Company & Law Company work" that appear to be included in the courses of study only in Dawan's College

16 The Commissioner of the High schools in his letter of the 18 November 1909 says that all the subjects taught in Dawan's College are taught in his school as well

17 The Directory submitted shows that Dawan's College is held in very high repute and it seems advisable not to withdraw grants from the scholarships tenable in the College on the ground of a similar institution existing in Bangalore

EDS

NOTE—Contd sheet

GII—900—27-10-09
2nd rev

261

4712/8

GRS 12]
General and Revenue Secretariat

Edn — File No 47/188 of 1909-10

Serial No	
18	The Curriculum of the Bangalore School seems to be quite sufficient for practical purposes in this State. I would not
19	There is no harm in keeping the name on the our list, but we need not give preference to the candidates for this branch in awarding scholarships over those for which no facilities exist here

H

31/1/10

Dewan

11/1/10

4343 (1 book) 19
3/2/10 19

Inform Keep Damans College on the list & give a scholarship when a local student also — The scholarship holders are sometimes better judges of the conveniences of the two schools

Illegible 10

20

Return draft submitted to 2nd Cr

HZ
6/8/10

PTO

Note—Contn sheet

GIB—3 000— 4 09

4712 9

GRS 12]
General and Revenue Secretariat

GD File No 188 of 1909-10

Serial No

It is respectfully submitted that the State Technical Scholarships are intended for training students in those arts & industries for which facilities of instruction do not at present exist within the State and so unless the Rules are altered it is a question whether it is desirable to make one or two of these Scholarships tenable in Bangalore Commercial High School.

Vide para 1 of the Rules of 22 10 09

21 Orders are therefore solicited whether the Rules may be modified or whether two new Scholarships may be instituted in the Bangalore Commercial High School under Separate Rules.

Secretary
9/8/10

10 8 10

2nd

23
As far as I see, no action is necessary at present. If there are any applns for Schps here, we may consider the matter then.

12/8/10

16/8

Note—Contn sheet

G R S. 13]
General Revenue
Secretariat

Cyd-1 No 138 of 2009-10

Serial No. May these papers be filed now?

Filed
Thursday
16/9/10

Yes
16/9/10

Bangalore,
18th November 1909

To,

D3394

The Secretary to the Government,
of His Highness the Maharaja of Mysore,
General and Revenue Departments,
Bangalore

Edu 7 No 188-09
8C 1

Sir,

With reference to Notification, D No 9, dated the 24th September 1909, Education Department, which appeared in the Mysore Gazette of the 30th September last, page 1288, I beg to bring to your kind notice the following for favourable consideration and orders

2 In the Notification referred to above it is stated that certain Scholarships are awarded "for training in those arts and industries for which facilities of instruc-tion do not at present exist in the Mysore State" and among these are included 2 Scholarships for Higher Commercial Subjects, shorthand and typewriting

3 In this connection I beg to state that facilities do exist in the State in as much as the Bangalore Commercial High School trains up pupils in all the subjects necessary for a Commercial Diploma, in short, the School teaches all the Commercial Subjects and in all the grades, for all the public Examinations as is done at the Davar's College of Bombay, where the Scholarships are available

4 The School has been recognised by the Madras Government for purposes of its Examinations in Commerce, and is the Local Centre for the Commercial Examinations conducted by the Board of the London Chamber of Commerce, the National Union of Teachers, London, the Midland

Counties Union of Fducational Institutions, Birmingham, the National Federation of Accountants, London, etc,

5 Pupils have been sent up from year to year for the above Examinations and the percentage of successes has been very high when compared with the other Centres in India.

6 Under these circumstances H J Bhabha Esq M A , the late Inspector General of Education in Mysore recommended to the Government that certain Scholarships may be awarded to the Bangalore Commercial High School, but his recommendations was not taken into consideration on the simple ground that the School was already in receipt of a monthly grant-in-aid

7 I beg to point out that there are so many Schools, Government as well as aided, in which Scholarships such as Pallagar, Mahomedan, etc are awarded and therefore the School, I beg to submit, deserves the encouragement of the Government being the first of its kind established in the Mysore State from the time of its establishment It has been working to the entire satisfaction of the Fducational Department, as is testified to by the Inspector General of Education in Mysore in his annual reports to Government

8 The cost at Bombay is enormous when compared to what it is at Bangalore and hence the amount awarded, namely, Rs40 at Bombay may be conveniently distributed among 5 pupils instead of 2, thus enabling the Government to help a large number at the same cost

9 Under these circumstances I most respectfully beg to request the Government to kindly reconsider its order not sanctioning the Scholarships at the Bangalore School and pass again fresh orders to the effect that Scholarships

are tenable either at Bombay or at Bangalore, in which case the Government will be able to judge for itself how far the Bangalore Institution will be preferred to Bombay Institution.

I have the honor to be,

Sir,

Your most obedient servant,

A Krishna Ramaya

Principal,

Commercial High School,

Bangalore

The Commercial High School.

ESTD 1896

The only Commercial Institute in the State Aided and Recognised by Government

L M High School Premises, Bangalore City
Hours —7 to 9 30 a m & 5 30 to 8 p m

TYPEWRITING DEPARTMENT.

SECTION I —INSTRUCTION

The only system of Typewriting taught at the School is the all finger method leading to the "Touch system Five Typewriters of different makes are now in use at the school There are always vacancies in the section Individual attention is paid to each pupil Mechanism is taught from the very beginning

Fees —An hours practice Rs 2—8—0 a month
30 do , 1—8—0 a month

SECTION II —TYPEWRITER—COPYING

Experienced and certificated typists are engaged in this Section Every care and attention is given to ensure accuracy and despatch

All work is carefully examined before being sent out

Charges —LEGAL AND GENERAL DOCUMENTS—1½ Annas per folio of 100 words If the number of words exceed 1,000, the rate will be 1¼ annas per 100 words

AUTHORS MANUSCRIPTS —12 annas per 1,000 words

SPECIAL RATES ALLOWED TO REGULAR CUSTOMERS
DUPLICATE COPIES CHARGED HALF PRICE

A Messenger will always be sent to fetch or deliver works of regular customers

SECTION III —REPAIRS

Repairs to all makes of Typewriters undertaken

Estimates Free —Typewriters cleaned, adjusted, overhauled and repaired **at lowest charges**

Compare our estimates with those of other repairers and note difference in price We save you **50** per cent with equally good (if not Better) workmanship

FURTHER PARTICULARS ON APPLICATION TO THE MANAGER

Navaratna & Sons, Bangalore City

THE COMMERCIAL HIGH SCHOOL,

BANGALORE.

AIDED AND RECOGNISED

Premises —LONDON MISSION HIGH SCHOOL

The School re opens for work on Wednesday the 3rd day of June 1908

Pupils are prepared for the London Chamber of Commerce, National Union of Teachers, Midland Counties Union of Educational Institutions, Madras Government and other Public Examinations in Book-keeping, Correspondence, Banking, Commercial Geography, Commercial Law, Commercial History, Short hand and Typewriting

Fees

		Rs	A	P	
1	Typewr ting (an hour s practice)	2	8	0	per mensem
2	Do (30 practice)	1	8	0	
3	Other Subjects each	1	0	0	
	Entrance Fee	1	0	0	

(Pupils, taking two or more subjects at a time will be admitted at reduced rates)

Hours of instruction —7 a m to 10 a m and 5 15 p m to 8 15 p m daily, except on Sundays and other public holidays

For forms of admission and other particulars please apply to—

The Manager

THE BANGALORE COMMERCIAL HIGH SCHOOL,

AIDED AND RECOGNISED

LOCAL CENTRE FOR EXAMINATIONS CONDUCTED

BY THE

LONDON CHAMBER OF COMMERCE,

NATIONAL UNION OF TEACHERS, LONDON,

MIDLAND COUNTIES UNION OF EDUCATIONAL INSTITUTIONS, BIRMINGHAM

Examinations for 1909 will be held as follows —

No	Subject	Midland Counties Union	National Union of Teachers	London Chamber of Commerce
1	Banking and Currency	2nd April 1909	25th March 1909	5th May 1909
2	Book keeping and Accountancy	29th March 1909	23rd March 1909	13th May 1909
3	Commercial Correspondence	2nd April 1909	16th March 1909	No Examination
4	Commercial Geography	7th April 1909	22nd March 1909	3rd May 1909
5	Commercial and Industrial Law	No Examination	18th March 1909	14th May 1909
6	Shorthand	6th April 1909	6th April 1909	11th May 1909
6	Typewriting	1st April 1909 7th April 1909	22nd April 1909	17th May 1909

FEES — Midland Counties Union Rs 3/ for each subject of whatever grade
National Union of Teachers do do do
London Chamber of Commerce Rs 3/ for each subject of the Junior grade
do do Rs 5/ do Senior grade

(Each pupil for the London Chamber of Commerce Examinations has to pay a local fee of Rs 4/ in addition)

Latest Date for Receiving Entries at Bangalore 12th January 1909, M C U & N U T Exams
1st March 1909 L C C Exams

Applications, for admission to these examinations and for further particulars must be made to

The Manager,
COMMERCIAL HIGH SCHOOL,
Bangalore City

N & Sons, B City

7

THE COMMERCIAL HIGH SCHOOL, BANGALORE

—o—

A class for the teaching of **Esperanto** (the new International Language) will be formed on Monday the 21st instant

Fee for a full course of three months, if paid in advance, will be Rs 5 or monthly Rs 2

Newman & Son, Bangalore City

III (*a*) On which side of the cash book would you enter the amount of discount allowed to you ?

(*b*) Are the persons who supply you with goods your debtors or your creditors ?

(*c*) Do you consider discount allowed by you as profit or loss and to which account do you transfer discount allowed to you and by you ?

(*d*) What is meant by Double Entry and explain —Assets Liabilities Real accounts Personal accounts Drawee Payee Drawer Bill of Exchange Promissory note and Nominal accounts

(*e*) How many kinds of Bills are there and rule with headings a form of Bill Receivable and a form of Bill Payable

(*f*) What is a journal and what are its use ?

(*g*) You owe John £40 for cash advanced to you in June and on 1st July you sell to him goods for £19 10 0 Would you consider he was your debtor for the same on the 1st July ?

(*h*) To what account do you refer in order to ascertain the net profit or loss after balancing ?

1

the

Part I B

of the Matriculation

Commerce.

THE COMMERCIAL HIGH SCHOOL,
BANGALORE

FIRST TERMINAL EXAMINATIONS

Thursday 9th Sept 09 **Time 5 30 to 8 30 P M**

BOOK KEEPING

I (*a*) What is a *Cash Book a Purchases Book* and a *Sales Book*? How are they written up and posted ?

(*b*) What is meant by *Trial Balance* and what is its use ?

II Journalise or open Sub idiary books for the following trans actions post and balance them —

Jany 1 John commenced business with cash £1 000 Jany 2 Paid into Bank £970-0 0 Jany 3 Bought Goods from King £200 0 0 Jany 4 Bought Goods from Roberts £175 10 0 Jany 5 Sold Goods £40 10 6 Jany 6 Bought Goods for £ 20 0-0 Jany 7 Paid into Bank £2000 Jany 8 Paid Sundry Trade I xpenses £10 0 0 Jany 10 Sold Goods to Peters £38 15 0 Jany 12 Sold Goods for cheque £ 50 0 0 Jany 14 Bought Goods from King £4000 Jany 17 Paid King cheque £190 0 0 Discount allowed £ 10-0 0 Janv 18 I aid I oberts cheque £166 15 0 Discount allowed £8 15 0 Jany 20 Sold Goods for Cheque £19 10 0 Janv 21 Received from Peters £36 16 3 Discount allowed £1 18 9 Jany 22 Sold Goods to I eters £49 12 0 Jany 24 Bought Goods from Roberts £ 19 10 6 Jany 26 Sold Goods £36 16 0 Jany 26 I aid into Bank £ 40 0 0 Jany 27 Sold Goods to Brown £ 56 10 0 Jany 27 Bought Goods from King £2000 Jany 28 Paid King Cheque £39 0 0 Dis count allowed £ 1 0 0 Jany 31 I aid Trade I xpenses £2000 Value of Stock £230

(*More marks are allo t d if Subsidiary Books are open*)

THE COMMERCIAL HIGH SCHOOL,

BANGALORE

FIRST TERMINAL EXAMINATIONS

Thursday, 9th Sept 09 **Time 5 30 to 8 30 P M**

BOOK KEEPING

I (*a*) What is a *Cash Book a Purchases Book* and a *Sales Book*? How are they written up and posted ?

(*b*) What is meant by *Trial Balance* and what is its use ?

II Journalise or open Subsidiary books for the following transactions post and balance them —

Jany 1 John commenced business with cash £1 000 Jany 2 Paid into Bank £970 0 0 Jany 3 Bought Goods from King £200 0 0 Jany 4 Bought Good from Roberts £175 10 0 Jany 5 Sold Goods £40 10 6 Jany 6 Bought Goods for £ 20 0 0 Jany 7 Paid into Bank £20 0 0 Jany 8 Paid Sundry Trade Expenses £10 0 0 Jany 10 Sold Goods to Peters £38 15 0 Jany 12 Sold Goods for cheque £ 50 0 0 Jany 14 Bought Goods from King £40 0 0 Jany 17 Paid King cheque £190 0 0 Discount allowed £ 10 0 0 Jany 18 Paid Roberts cheque £166 15 0 Discount allowed £8 15 0 Jany 20 Sold Goods for Cheque £19 10 0 Jany 21 Received from Peters £36 16 3 Discount allowed £1 18 9 Jany 22 Sold Goods to Peters £49 12 0 Jany 24 Bought Good from Roberts £ 19 10 6 Jany 26 Sold Goods £36 16 0 Jany 26 Paid into Bank £ 40 0 0 Jany 27 Sold Goods to Brown £ 56 10 0 Jany 27 Bought Goods from King £ 0 0 0 Jany 28 Paid King Cheque £39 0 0 Discount allowed £ 1 10 0 Jany 31 Paid Trade Expenses £20 0 0 Value of Stock £230

More marks are allotted if Subsidiary Books are open)

/

THE COMMERCIAL HIGH SCHOOL,
BANGALORE

FIRST TERMINAL EXAMINATIONS

Friday, 10th Sept 09 **Time 6 to 8 30 P M**

COMMERCIAL PRACTICE

1 What do you understand by a Circular L/C ? Draw up an example of one

2 Write a short letter properly headed and addressed requesting payment of an account overdue

3 Describe any method of indexing incoming correspondence

4 Why are cheques sometimes crossed ? What is the difference between a generally crossed cheque and a specially crossed cheque ?

5 Distinguish between the following mercantile agents —
Factors Brokers Auctioneers

6 (*a*) Explain the meaning of the following terms —
Not negotiable Days of Grace Accepting a Draft Power of Attorney A/c Payee Dating Forward

(*b*) Give the meanings of th following abbreviations —
On appro P/A Com M M N B Ex Div C I F

7 Write a letter of application for the position of Assistant Secretary or of Book keeper

8 State what you know of the *Clearing System*

11

THE COMMERCIAL HIGH SCHOOL,
BANGALORE

FIRST TERMINAL EXAMINATIONS

Monday 13th Sept 09 **Time 5 30 to 8 30 P M**

BANKING & CURRENCY AND POLITICAL ECONOMY

---

1 Bad money drives out good State effect of this law and mention cases in illustration

2 Explain the difference between money used as a standard of value and as a medium of exchange

3 What qualities are essential to the commodity used as money ?

4 Must a Bill of Exchange be for a sum of money only or may it also include an obligation of another kind ?

May it request that payment should only be made on the happening of a certain event ?

Which of the following documents are valid bills of exchange ?—

(i) A bill for such sums as Krishnan shall find to be a fair price for the goods sold by Raman to Kesavan on Jany 1st 1909

(ii) A bill for £300 payable on the marriage of D

(iii) A bill for Rs 500 payable on the arrival of the Ship Scotia at Bombay

(iv) A bill for Rs 700 payable seven days after the death of F

5 What do you conceive to be the functions of a banker ?

6 Name the different classes of banks to be found in England and distinginsh briefly between their constitutions

11

THE COMMERCIAL HIGH SCHOOL,
BANGALORE

FIRST TERMINAL EXAMINATIONS

Monday 13th Sept 09 **Time 5-30 to 8-30 P M**

BANKING & CURRENCY AND POLITICAL ECONOMY

---

1 Bad money drives out good State effect of this law and mention cases in illustration

2 Explain the difference between money used as a standard of value and as a medium of exchange

3 What qualities are essential to the commodity used as money ?

4 Must a Bill of Exchange be for a sum of money only or may it also include an obligation of another kind ?

May it request that payment should only be made on the happening of a certain event ?

Which of the following documents are valid bills of exchange ?—

(i) A bill for such sums as Krishnan shall find to be a fair price for the goods sold by Raman to Kesavan on Janv 1st 1909

(ii) A bill for £300 payable on the marriage of D

(iii) A bill for Rs 500 payable on the arrival of the Ship Scotia at Bombay

(iv) A bill for Rs 700 payable seven days after the death of F

5 What do you conceive to be the functions of a banker ?

6 Name the different classes of banks to be found in England and distinginsh briefly between their constitutions

12

THE COMMERCIAL HIGH SCHOOL.

BANGALORE

FIRST TERMINAL EXAMINATIONS

Tuesday 14th Sept 09 **Time 6 to 8 P M**

COMMERCIAL LAW

1 Explain the rules governing the acceptance and revocation of offers to a contract made through the post

2 Distinguisn between the Memorandum of Association and the Articles of Association of a Company incorporated under the Companies Act. Show how the contractual capacity of such a com pany is affected by the Memorandum of Association

3 What are Necessaries ? Is a book a necessary ? How ought the question to be determined ?

4 Explain revocation What are its limits ?

5 You get into a Jutka to go to Cantonment but at half way you get down and pav the hire show that there was a contract between you and the Jutkaman pointing out the offer and the acceptance

6 (*a*) Into what contracts may a married woman enter on her own account ?

(*b*) What is Separate estate ? What is restraint on antici pation ?

THE COMMERCIAL HIGH SCHOOL.

BANGALORE

FIRST TERMINAL EXAMINATIONS

Thursday 16th Sept 09 **Time 5 3o to 7 3o P M**

TYPEWRITING (THEORY)

1 Correct errors in spelling where necessary in the given words

Sanguinary	Bankruptcy	Embarrasment	Inconsistency
Supercede	Prohibitary	Unbiased	Inditement
Accumulate	Contrarywise	Fatiguing	Proceedure
Synonim	Dilapidated	Regrettable	Corobborate

2 Indicate the best division of the following words

Conclusions	Sufficient	Occasioned	Ordinary
Registration	Productions	Schedule	Prorogation
Subsequent	Recognizance	Questions	Transmission
Necessary	Satisfaction	Respectively	Indifferently
Officiating	Objections	Suspension	Separate

3 Describe briefly the stencil process of duplicating typewriting

4 What is the function of the margin regulators ? Describe the use of the margin and line lock releases

5 Describe briefly how you would clean your machine

6 Explain why in a standard key board the letters are not arranged alphabetically

7 Describe the longitudinal movement of the Ribbon

8 (*a*) What is meant by the *tensions* ? How are they regulated ?

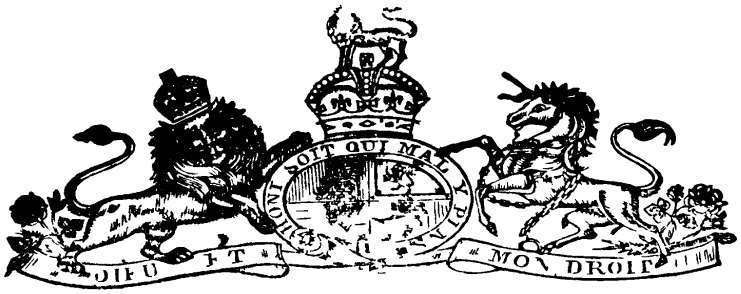
(*b*) What does the return of the carriage effect in regard to the *carriage tension* ?

Fort St George Gazette

July 4th 1905 Part I B

Containing the Syllabus of the Madras Government Examinations in Commerce.

Reg No M —1



THE FORT ST. GEORGE GAZETTE

Published by Authority

No 27 | MADRAS, TUESDAY EVENING, JULY 4, 1905 | Rs 2-8 0 Quarterly with Supplts Postage 1 rupee

Part I-B —Educational Department.

CONTENTS

	Page
Notifications by Government	415
Miscellaneous Notifications	422
Vacancies	428

Supplements—

Government Examinations—

Special Tests October 1904 (Supplemental) —The Vernacular (Higher Grade) Criminal Judicial Test and Law Grade Language Test passed

Upper Secondary Examination December 1904 (Supplemental) —Candidate passed the Compulsory portion

Upper Secondary Examination —Candidate passed finally

NOTIFICATIONS BY GOVERNMENT

APPOINTMENT

Ootacamund July 4 1905

No 83 —Lieutenant Colonel John Lawrence VanGeyzel, M B I M S to be Lecturer on Experimental Physic Medical College, for the session 1905-1906

PROMOTIONS

No 84 —The following promotions are made in the Provincial Educational Service —

(1) M R Ry Rao Bahadur Malur Rangacharyar Avargal, M A from class IV to class III

(2) M R Ry Subbarama Aiyar Subrahmanya Aiyar Avargal B A from class V to class IV

(3) M R Ry Garikapati Venkata Subbarayudu Sastri Garu B A from class VI to class V

(4) M R Ry Subrahmanya Sastri Narayanaswami Aiyar Avargal B A from class VII to class VI

Note —The above promotions will have effect from the date of the vacancy caused by the death of Mr W H Goddard

NOTIFICATION

Ootacamund, June 17 1905

No 85 —The Governor in Council is pleased to sanction the following syllabuses of the Government Technical Examinations in Commerce in the place of the old syllabuses hitherto in force —

SHORTHAND

Elementary Examination

1 (*a*) To take down in the corresponding style of phonography an easy passage a narrative or speech of 100 words and a simply worded official or business letter of 50 words dictated at the rate of 50 words a minute Time—fifteen minutes

(*b*) To transcribe the above into longhand No candidate shall be allowed to pass who makes more than six per cent of errors or omissions in his transcription Time—one hour and a quarter from the time when the candidates commence to transcribe

2 A paper of questions on the principles of the learners and corresponding styles of phonography Time—one hour

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minima for passing	
		1st class	2nd class
1 (*a*) and (*b*) Dictation and transcription	70	30	25
2 Paper on principles	30		
Total	100	65	45

Note —The passage to be dictated will be marked into portions of one minute s duration and each of the e sub divided into four quarters The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed

Intermediate Examination

1 (*a*) To take down in the reporting style of phonography general reading m tter a narrative speech or judgment of 700 words and a letter of 300 words dictated at the rate of 100 words a minute Time—ten minutes

(*b*) To transcribe the above into longhand Time—one hour and forty five minutes No candidate shall be allowed to pass who makes more than four per cent of errors or omissions in his transcription

2 To take down in phonography notes of an official or business kind dictated at the rat of 100 words a minute and to elaborate the notes into proper letter or documentary form in longhand The amount of notes to be dictated to be regulated by the difficulty of elaboration Time—t vo hour

3 A paper on the principles of phonography which may include passages in longhand to be transcribed into shorthand and passages in shorthand to be transcribed into longhand Time — one hour

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minima for passing	
		1st class	2nd class
1st paper—Dictation and transcription	50	30	22
2nd paper	30		
3rd paper	20		
Total	100	60	45

Note —The passages to be dictated will be marked into portions of one minute s duration and each of the e sub divided into quarters The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed

Advanced Examinati

1 (*a*) To take down in the reporting style of phonography one or more speeches containing 1 300 words dictated at the rate of 130 words a minute Time—ten minutes

(*b*) To transcribe the above into longhand Time—two and a half hours No candidate shall be allowed to pass who makes more than four per cent of errors or omissions in his transcription

2 To take down in phonography notes of an official or business kind dictated at the rate of 130 words a minute and to elaborate the dictated notes into proper letter or documentary form in longhand the amount of notes to be dictated to be regulated by the difficulty of elaboration Time—three hours

3 (*a*) To take notes in the reporting style of phonography of a speech of 2 800 words dictated at the rate of 140 words a minute Time—twenty minutes

(*b*) To transcribe into longhand a condensed report of the above speech the condensed report to consist of about 700 to 900 words Time—two hours

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minima for passing	
		1st class	2nd class
First paper	40	20	14
Second paper	30		
Third paper	30		
Total	100	65	45

Note —The passage to be dictated will be marked into portions of one minute s duration and each of these sub divided into quarters The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed

TYPEWRITING

Elementary Examination

1 *Speed test* —To typewrite an ordinary printed passage containing 600 words Special attention must be paid to accuracy and neatness of execution Time—half an hour

2 *Manifolding and Tabular work* —To typewrite printed matter which may include a business letter simple invoices and statistical tables and to take not more than two copies by means of carbon paper of such portions as may be specified Special attention must be paid by the candidates to the centering of head lines to the setting out of word items and figure columns, to regularity of spacing and to general neatness of execution Time—one hour and a half

3 A practical examination on fingering and general manipulation including a knowledge of the various parts of the machine their uses and adjustment

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
First paper	25	15	10
Second paper	50	35	25
Oral and Practical Examination	25	15	10
Total	100	65	45

Note —Candidates will have to provide their own machines and carbon papers Candidates will be examined in the oral and practical examination only on the Remington or the Yost or such other machines as may be adopted by Government for use in public offices and approved by the Commissioner for Government Examinations Only one type of machine shall be used by each candidate throughout all sections of the examination

Text books recommended —The book of directions accompanying the machine S Vaidyanatha Aiyar's text book of Typewriting (Srinivasa Varadachari & Co) and Pitman's publications on the construction of the machines

Intermediate Examination

1 *Speed test* —To typewrite a narrative of a speech or 900 words Special attention must be paid to accuracy and neatness of execution Time—half an hour

2 A paper to test the candidate's power of copying a rough manuscript, official or business letter (lithographed) and his power of spacing and display copying statistical tables invoices and similar documents filling in blank forms and manifolding such portions as may be specified with not more than three carbon copies Time—two hours

3 A practical examination on the uses manipulation and mechanism of the machine including a knowledge of the uses and adjustment of the various parts

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
First paper	25	15	10
Second paper	50	35	25
Oral and Practical Examination	25	15	10
Total	100	65	45

Note —Candidates will have to provide their own machines and carbon papers Candidates will be examined in the oral and practical examination only on the Remington or the Yost or such other machines as may be adopted by Government for use in public offices and approved by the Commissioner for Government Examinations Only one type of machine shall be used by each candidate throughout all sections of the examination

Text books recommended —The same as for the Elementary Examination also Pitman's Typewriters Manual

Advanced Examination

1 *Speed Test* —To typewrite a passage of 1 200 words Special attention must be paid to accuracy and neatness of execution Time—half an hour

2 *Manifolding and Tabular and display work* —To typewrite in proper form from confused and abbreviated rough manuscripts (lithographed) (This paper is intended to serve as a test of the candidate's knowledge of spelling punctuation *printer's corrections* and abbreviations) To typewrite advanced tabular or other matter such as invoices balance sheets and statistical tables from manuscripts (lithographed) to display and rule up where necessary Time—two and a half hours

3 *Mechanism* —A practical examination which may include questions on the manipulation and care of the machine construction of the machine possible defects and temporary derangements their causes and their rectification removal and replacement of detachable parts of the machine adjustment alignment tension inking devices marginal stops the methods of spacing and stencil duplicating

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
First paper	25	15	10
Second paper	50	35	25
Oral and Practical Examination	25	15	10
Total	100	65	45

Note —Candidates will have to provide their own machines and carbon papers They may also be examined on machines provided by the examiners They will be examined only on the Remington or the Yost or such other machines as may be adopted by Government for use in public offices and approved by the Commissioner for Government Examinations

Text Books recommended —The same as for the Intermediate Examination

THEORY AND PRACTICE OF COMMERCE

Elementary Examination

1 Knowledge of the forms and modes of addressing official commercial and private letters docketing the letter book index and cross references the file and the pigeon hole commercial terms and abbreviations

2 Filling in blank forms of credit and debit slips, receipts cheques bills of exchange promissory notes document bills bills of lading hypothecation letters policies of insurance drafting short formal letters with reference to enquiries for goods and prices acknowledgment of letters, money and goods received remittances orders and their execution

3 Cheques to bearer and to order endorsement crossing presentment for payment dishonour stamp Bills of exchange their advantage endorsement acceptance maturity discount payment dishonour stamp

The examination will be entirely a written examination One paper of two hours duration No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
Handwriting and neatness of execution	25	15	10
Subject matter	75		
Total	100	65	45

Text books recommended —Pitman's Counting house Routine (First Year's Course and Second Year's Course) (Sir Isaac Pitman & Sons Ld London)

Intermediate Examination

1 Document bills charter parties bills of lading freight general average particular average total loss marine insurance bottomry bond commercial terms and abbreviations letters of credit patents copyright and royalties preparation of invoices and account sales

2 The leading provisions of the Negotiable Instruments Act, and the practice relating to cheques promissory notes bills of exchange and hundis

3 The leading provisions of the Indian Companies Act of 1882 omitting sections 96 to 172 and 191 to 219

4 Forms of letter official commercial and private docketing filing the letter book

5 Drafting short letters on the following subjects —Inquiries and replies thereto orders and their execution proffered services letters of credit references receipt and despatch of goods and remittances collection of account bills of exchange payments and any other subjects embraced in paragraphs 1 2 and 3

The examination will be entirely a written examination

First paper —Time three hours —sub heads Nos 1 to 3

Second paper —Time three hours —sub heads Nos 4 and 5 No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution

The distribution of mark and the minima required for passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		50		
Second paper	Handwriting &c	10	7	5
	Subject matter	40		
Total		100	65	45

Text books recommended —Pearce's Merchant's Clerk (Effingham Wilson London), Modern business methods (Export and import trade) by F Hooper and J Graham (Macmillan & Co Limited London) for sub head No 1 Pitman's Commercial Correspondence and Commercial English for sub head No 5 (Sir Isaac Pitman & Sons Limited London)

Advanced Examination

1 Bills of lading the nature of a bill of lading and its legal incidents exceptions and stipulations in a bill of lading and their effects rights and liabilities of shipowners consignors consignee endorsees and vendees under a bill of lading freight and its payment goods *in transitu*

2 Charter parties expresses and implied conditions and warranties provisions as to loading and unloading exceptions excusing performance of the contract freight and other payments to shipowner war risks contraband of war

3 Marine insurance insurable interest the policy of insurance relations of assured broker and underwriter, causes which make a policy void perils insured against clauses in the policy and their meaning total loss general average and particular average on ship and cargo and freight subrogation

4 The Indian Sea Customs Act VIII of 1878 omitting chapters 2 3 16 and 17

5 The Indian Companies Act of 1882 (the portion prescribed for the intermediate grade)

6 The law and practice relating to cheques promissory notes bills of exchange and hundis and their negotiation

7 The relation of banker and customer joint accounts trust and partnership accounts

8 The Indian Contract Act with reference to sale of goods agency and partnership

9 The Indian Insolvent Debtors Act
10 The Indian Limitation Act so far as it relates to commercial documents and transactions
11 Drafting business letters —Circular notes and letters of credit Commissions and consignments agencies complaints and claims ; shipping accounts insurance of goods
The examination will be entirely a written examination
First paper —Time—three hours sub heads Nos 1 to 5 inclusive
Second paper —Time—three hours Sub heads Nos 6 to 11 inclusive No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution Passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		45		
Second paper— Handwriting &c		10	7	
Second paper— Subject matter		45		
	Total	100	65	45

Text books recommended —T E Scrutton s Charter parties and Bills of Lading for sub-head No 1 (Thacker Spink & Co Calcutta) and William Cow s Marine Insurance for sub head No 3 (Macmillan & Co Bombay) Law of Barker and Customer by J W Smith for sub head No 7 (Effingham Wilson London) Pitman s Commercial Correspondence and Commercial English for sub head No 11

COMMERCIAL GEOGRAPHY

Elementary Examination

1 A general knowledge of the chief characteristics physical features and resources climate and density of population of the countries constituting the British Empire their mineral vegetable and animal productions how raised and how disposed of their manufactures the markets to which they are sent and the uses to which they are put their foreign trade their exports and imports
2 A special knowledge of the situation area and population of the principal trade centres of the Indian Empire of the railways and other important trade routes and of all subjects falling under the first head
3 Marking on an outline map of India any specified administrative divisions railways, rivers and canals trade routes ports fields of production and markets for commodities
The examination will be entirely a written examination
First paper—Time two hours sub heads Nos 1 and 2
Second paper (Map-drawing)—Time one hour sub head No 3
The distribution of marks and the minima required for passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		75		
Second paper (Map drawing)		25	15	10
	Total	100	65	45

Text books recommended —The World and its Commerce Parts I and II (Sir Isaac Pitman and Sons Ld London) British India and its Trade by H J Tozer Harper's International Commercial Series (Harper and Brothers London)

Intermediate Examination

1 Circumstances affecting the production distribution and exchange of commercial commodities climate soil irrigation labour machinery transport trade routes and railway routes and products of the temperate zone sub tropical products and tropical products mineral products and manufactured articles A general knowledge of the chief characteristics physical features climate resources and density of population of the principal commercial countries of the world their raw products and materials of commerce manufactures foreign trade market exports and imports communications by land and water aids and obstacles to trade and commerce A special knowledge of the Commercial Geography of the British Empire on each of the subjects falling under the first head in greater detail and with special reference to India of the situation, area and population of the principal trade centres of the British Empire its railways and ports
2 Drawing on a projection a map of any specified portion or portions of the British Empire showing any specified important political divisions, trade routes railways fields of production ports and markets for commodities
The examination will be entirely a written examination
First paper—Time three hours sub heads Nos 1 and 2
Second paper—(Map-drawing)—Time one hour sub-head No 3
The distribution of marks and the minima required for passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		75		
Second paper (Map drawing)		25	15	10
	Total	100	65	45

THEORY AND PRACTICE OF COMMERCE

Elementary Examination

1 Knowledge of the forms and modes of addressing official commercial and private letters docketing the letter book index and cross reference the file and the pigeon hole commercial terms and abbreviations

2 Filling in blank forms of credit and debit slips, receipts cheques bills of exchange promissory notes document bills bills of lading hypothecation letters policies of insurance drafting short formal letters with reference to enquiries for goods and prices acknowledgment of letters, money and goods received remittances orders and their execution

3 Cheques to bearer and to order endorsement crossing presentment for payment dishonour stamp Bills of exchange their advantage endorsement acceptance maturity discount payment dishonour stamp

The examination will be entirely a written examination One paper of two hours duration No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
Handwriting and neatness of execution	25	15	10
Subject matter	75		
Total	100	60	45

Text books recommended —Pitman's Counting house Routine (First Year's Course and Second Year's Course) (Sir Isaac Pitman & Sons Ld London)

Intermediate Examination

1 Document bills charter parties bills of lading freight general average particular average total loss marine insurance bottomry bond, commercial terms and abbreviations letters of credit patents copyright and royalties preparation of invoices and account sales

2 The leading provisions of the Negotiable Instruments Act, and the practice relating to cheques promissory notes bills of exchange and hundis

3 The leading provisions of the Indian Companies Act of 1882 omitting sections 96 to 172 and 191 to 219

4 Forms of letter official commercial and private docketing filing the letter book

5 Drafting short letters on the following subjects —Inquiries and replies thereto orders and their execution proffered services letters of credit references receipt and despatch of goods and remittances collection of account bills of exchange payments and any other subjects embraced in paragraphs 1 2 and 3

The examination will be entirely a written examination

First paper —Time three hours —sub heads Nos 1 to 3

Second paper —Time three hours —sub heads Nos 4 and 5 No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution

The distribution of marks and the minima required for passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		50		
Second paper	Handwriting &c	10	7	5
	Subject matter	40		
	Total	100	65	45

Text books recommended —Pearce's Merchant's Clerk (Effingham Wilson London), Modern business methods (Export and import trade) by F Hooper and J Graham (Macmillan & Co Limited London) for sub head No 1 Pitman's Commercial Correspondence and Commercial English for sub head No 5 (Sir Isaac Pitman & Sons Limited London)

Advanced Examination

1 Bills of lading the nature of a bill of lading and its legal incidents exceptions and stipulations in a bill of lading and their effects rights and liabilities of shipowners consignors consignee endorsees and vendees under a bill of lading freight and its payment goods *in transitu*

2 Charter parties expresses and implied conditions and warranties provisions as to loading and unloading exceptions excusing performance of the contract freight and other payments to shipowner war risks contraband of war

3 Marine insurance insurable interest the policy of insurance relations of assured broker and underwriter, causes which make a policy void perils insured against clauses in the policy and their meaning total loss general average and particular average on ship and cargo and freight subrogation

4 The Indian Sea Customs Act VIII of 1878 omitting chapters 2 3 16 and 17

5 The Indian Companies Act of 1882 (the portion prescribed for the intermediate grade)

6 The law and practice relating to cheques promissory notes bills of exchange and hundis and their negotiation

7 The relation of banker and customer joint accounts trust and partnership accounts

8 The Indian Contract Act with reference to sale of goods agency and partnership

9 The Indian Insolvent Debtors Act
10 The Indian Limitation Act so far as it relates to commercial documents and transactions
11 Drafting business letters —Circular notes and letters of credit Commissions and consignments agencies complaints and claims , shipping accounts insurance of goods
The examination will be entirely a written examination
First paper —Time—three hours sub heads Nos 1 to 5 inclusive
Second paper —Time—three hours Sub heads Nos 6 to 11 inclusive No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution Passing shall be as follows —

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper		45		
Second paper— Handwriting &c		10	7	5
Second paper— Subject matter		45		
	Total	100	65	45

Text books recommended —T E Scrutton s Charter parties and Bills of Lading for sub head No 1 (Thacker Spink & Co Calcutta) and William Cow s Marine Insurance for sub head No 3 (Macmillan & Co Bombay) Law of Barker and Customer by J W Smith for sub head No 7 (Effingham Wilson London) Pitman s Commercial Correspondence and Commercial English for sub head No 11

COMMERCIAL GEOGRAPHY

Elementary Examination

1 A general knowledge of the chief characteristic physical features and resources climate and density of population of the countries constituting the British Empire their mineral vegetable and animal productions how raised and how disposed of their manufactures the markets to which they are sent and the uses to which they are put their foreign trade their exports and imports
2 A special knowledge of the situation area and population of the principal trade centres of the Indian Empire of the railways and other important trade routes and of all subjects falling under the first head
3 Marking on an outline map of India any specified administrative divisions railways, rivers and canals trade routes ports fields of production and markets for commodities
The examination will be entirely a written examination
First paper—Time two hours sub heads Nos 1 and 2
Second paper (Map-drawing)—Time one hour sub head No 3
The distribution of marks and the minima required for passing shall be as follows —

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper		75		
Second paper (Map drawing)		25	15	10
	Total	100	65	45

Text books recommended —The World and its Commerce Parts I and II (Sir Isaac Pitman and Sons Ld London) British India and its Trade by H J Tozer Harper s International Commercial Series (Harper and Brothers London)

Intermediate Examination

1 Circumstances affecting the production distribution and exchange of commercial commodities climate soil irrigation labour machinery transport trade routes and railway routes and products of the temperate zone sub tropical products and tropical products mineral products and manufactured articles A general knowledge of the chief characteristics physical features climate resources and density of population of the principal commercial countries of the world their raw products and materials of commerce manufactures foreign trade market exports and imports communications by land and water aids and obstacles to trade and commerce A special knowledge of the Commercial Geography of the British Empire on each of the subjects falling under the first head in greater detail and with special reference to India of the situation, area and population of the principal trade centres of the British Empire its railways and ports
2 Drawing on a projection a map of any specified portion or portions of the British Empire showing any specified important political divisions, trade routes railways fields of production ports and markets for commodities
The examination will be entirely a written examination
First paper—Time three hours sub heads Nos 1 and 2
Second paper—(Map-drawing)—Time one hour sub-head No 3
The distribution of marks and the minima required for passing shall be as follows

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper		75		
Second paper (Map drawing)		25	15	10
	Total	100	65	45

Text books recommended—George G Chisholm's Smaller Commercial Geography (Longmans Green & Co Bombay) Pitman's Commercial Geography of the World (Sir Isaac Pitman & Sons Limited London) British India and its Trade by H J Fowler (Harper's International Commercial Series Harper and Brothers London) for sub heads Nos 1 and 2 *The British Empire maps* in Pitman's Commercial Geography of the World for sub head No 3

Advanced Examination

1 The Commercial Geography of the World under the heads given in paragraphs 1 and 2 of the Intermediate grade syllabus the questions to be of a much more searching character than for the Intermediate grade examination The great trade routes and ocean routes of the world the world carrying trade comparative trade statistics

2 History of commerce from the discovery of the Cape Route to India with reference to the following — Evolution of the leading countries to their present position among commercial nations Trading companies in the time of Elizabeth the Colonization of America Commerce in the Old World and in the East in the 15th century Protective Policy of England Voyages of Discovery the Industrial and Commercial Evolution at the end of the 18th and at the beginning of the 19th centuries and its effects on the United Kingdom and on the Continent of Europe Trading companies in the 18th century French commerce during the Napoleonic wars and thereafter German Zollverein, Free Trade Policy adopted by the United Kingdom scientific discoveries and inventions Industrial and Commercial development during the 19th century with special reference to the United Kingdom the United States France Germany Holland Japan and India

3 Drawing two maps showing railways trade routes fields of production markets and ports

The examination will be entirely a written examination

First paper Time 3 hours sub head No 1

Second paper Time 3 hours sub head No 2

Third paper (Map drawing) Time 3 hours sub head No 3

The distribution of marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
First paper	35		
Second paper	35		
Third paper	30	18	12
Total	100	65	45

Books recommended—Chisholm's Hand book of Commercial Geography (Longmans Green & Co Bombay) for sub head No 1 Pitman's Commercial History Part II (Sir Isaac Pitman & Sons Limited London) for sub head No 2 The maps in Chisholm's Hand book of Commercial Geography or Pitman's Commercial Geography for sub head No 3 The latest annual report on the trade of India by the Director General of Statistics

BOOK KEEPING

Elementary Examination

1 *Single entry*—Its meaning the books used and the methods of keeping them the incompleteness of the system

2 *Double entry*—Its meaning principles and advantages recording in the journal the cash book with cash and discount columns the bought and sold books transactions of the following description —cash and credit sales and purchases cash receipts and payments bank account cheques received and paid bills drawn endorsed accepted honoured and dishonoured rent salaries trade charges interest discount bad debts assets and liabilities

Posting the subsidiary books into the ledger preparing the trial balance journalising the closing entries and closing the ledger

The paper will contain a set of transactions to be journalised or entered in more than one subsidiary book posted and worked out as may be required by the examiner and it may include questions and exercises in the principles and their application

The examination will be entirely a written examination One paper Time 2 hours No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution with special reference to the necessities of entries in account books

The total marks and the minima required for passing shall be as follow —

	Maximum	Minimum for passing	
		1st class	2nd class
Handwriting and neatness of execution	10	7	5
Subject matter	90		
Total	100	65	45

Text books recommended—Pitman Primer of Book keeping (Sir Isaac Pitman & Sons, Limited London) Practical Book keeping by W Grierson (Blackie & Son, Limited London)

Intermediate Examination

1 *Single entry*—Its meaning the books used and the methods of keeping them the incompleteness of the system

2 *Double entry*—Its meaning principles and advantages recording in the journal the cash book with cash bank and discount columns the bought and sold books and the bill books transactions of the following description —cash and credit sales and purchases cash receipts and payments

bank account cheques received and paid assets and liabilities rent salaries and trade charges interest discount commission and bad debts repairs depreciation house property plant and machinery, furniture Government securities bills drawn endorsed accepted and honoured bill dishonoured noted and renewed consignment accounts joint adventure goodwill and proprietor accounts including the division of profits provision for future bad debts suspense and reserve fund accounts

Posting the subsidiary books into the ledger preparing a trial balance journalising the closing entries closing the ledger and preparing profit and loss and balance sheets

3 Preparation of credit and debit notes statements of account invoices account sales and accounts current

The examination will be entirely a written examination

First paper—Time three hours This paper will contain questions in the principles and their application and may include exercises on the preparation of forms and statements and the treatment of the various kinds of account

Second paper—Time three hours This paper will contain exercises in the practice of Book keeping candidates will be expected to enter a given set of transactions in the journal or in more than one subsidiary book post into the ledger and work them out as may be required by the examiner No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution with special reference to the necessities of entries in account books

The distribution of marks and the minima required for passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		15		
Second paper	Handwriting	10	"	5
	Subject matter	40		
	Total	100	65	45

Text books recommended—Pitman's Book keeping simplified (Sir Isaac Pitman & Sons Limited London) School and Examination Book keeping by J Logan (Longmans Green & Co Bombay)

Advanced Examination

1 *Single entry*—Its method the books used and methods of keeping them the incompleteness of the system conversion of accounts of single entry to double entry

2 *Double entry*—Principles keeping the journal the cash book the bought sold and the return books bill books the petty cash book and the stock book The preparation of the different forms in which these or other subsidiary or auxiliary books are kept The ledger departmental ledgers trade ledger and private ledger

Recording and posting transactions involving Personal Real and Nominal accounts of all kind Consignments and Joint adventures Reserve Fund Reserve and Rebate accounts Suspense account Preliminary expenses account Bad and Doubtful debts Depreciation Stock Valuation and Good will Capital and Revenue accounts Patents and Royalties Bank Reconciliation statements Self balancing ledgers Partnership accounts the Accounts of Branch offices and of Foreign Branches Double Account system Cost accounts Preparation of Revenue accounts Trading accounts Profit and Loss accounts and Balance sheets making out a statement of affairs and a deficiency account for an insolvent

3 Preparation of account sales accounts current and interest accounts

4 Books of account and other auxiliary books required for the business of joint stock companies bankers manufacturers Life Insurance Companies and for other special kinds of business also the form of presentation of the final accounts of such concerns

5 Preparation for audit methods and principles of auditing accounts points to be attended to in auditing account books and final accounts The duties of an auditor the detection of fraudulent and the discovery and rectification of erroneous entries

The examination will be entirely a written examination

First paper—Time three hours This paper will contain questions on sub heads Nos 3 4 and 5 and on the principles and their application with reference to the headings set forth in sub heads Nos 1 and 2

Second paper—Time three hours This paper will contain exercises in the practice of Book keeping on sub-head No 2 No candidate shall be allowed to pass unless he satisfies the examiner as to handwriting and neatness of execution with special reference to the necessities of entries in account books

The distribution of marks and the minima required for passing shall be as follows —

		Maximum	Minimum for passing	
			1st class	2nd class
First paper		15		
Second paper	Handwriting	10	7	5
	Subject matter	75		
	Total	100	65	45

Text books recommended—Pitman's Complete Book keeping (Sir Isaac Pitman & Sons Limited London) G I Norton's Textile Manufacturers Book keeping (Simpkin Marshall Hamilton Kent & Co Limited London) J R Dicksee's Book keeping for Company Secretaries (Gee & Co London) J P Sprague's Life Insurance Accounts (Charles & Edwin Layton London) L R Dicksee's Auditing (Gee & Co, London)

BANKING

Elementary Examination

1 The general nature of banking transactions utility of banking joint stock and private banks current and deposit accounts discounting bills loans and cash credits remittances The general administration of a bank

2 The metallic and paper currencies of India

3 The chief provisions of the Indian Negotiable Instruments Act relating to cheques promissory notes bills of exchange and hundis with reference to the negotiation presentment and payment of these instruments

The examination will be entirely a written examination One paper Time—two hours
The total marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
Written examination	100	60	45

Text books recommended—Parts I and III of the Banker's Clerk (Houlston's Industrial Library) or chapters 6 to 13 15 16 18 and 20 of W Gilbart's Banking edited Michie (Bohn's series) for sub head No 1

Intermediate Examination

1 The theory and practice of banking deposits remittances loans and discounts The nature and utility of banking Joint stock and private banks The general administration of a bank the administration of bank during seasons of pressure and with regard to the employment of it funds Banker's clearing house

2 The metallic and paper currencies of England and India

3 The leading provisions of the Indian Negotiable Instrument Act of 1881 with latest amendments with special reference to the negotiation presentment noting protesting and payment of cheques promissory note bills of exchange and hundis

4 The leading provisions of the Indian Companies Act of 1882 omitting sections 90 to 142 and 191 to 219

5 The value and price of commodities metallic and paper money credit and foreign trade
The examination will be entirely a written examination One paper Time—three hours
The total marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
Written examination	100	60	45

Text books recommended—W Gilbart's Banking volume I, chapters 6 to 21 inclusive and volume II chapters 25 27 and 30 for sub head No 1 (George Bell and Sons London) Parts I and III of the Banker's Clerk (Houlston's Industrial Library) J E Syme Text book of Political Economy chapters 1 2 and 8 to 14 for sub head No 5

H D TAYLOR
Ag Secretary to Government

MISCELLANEOUS NOTIFICATIONS

APPOINTMENTS

The Director is pleased to make the following appointments with effect from the date of retirement of M R Ry T Mathai —

M R Ry P G Vanchi Aiyar, B A L T Sub Assistant Inspector of Schools Palghat range and Acting Sub Assistant Inspector of Schools Calicut range to be Sub Assistant Inspector of Schools in the latter range

M R Ry M C Kannan Nambiyar B A Sub Assistant Inspector of Schools, Narasapatam range and Acting Sub Assistant Inspector of Schools, Palghat range, to be Sub Assistant Inspector of Schools in the latter range

M R Ry G Dasanna Pantulu, Acting Sub Assistant Inspector of Schools Narasapatam range to be Sub Assistant Inspector of Schools in that range in the probationary class

Office of the Director of Public Instruction
Madras 3rd July 1905

A G BOURNE
Director of Public Instruction

BANKING

Elementary Examination

1 The general nature of banking transactions utility of banking joint stock and private banks current and deposit accounts discounting bills loans and cash credits remittances The general administration of a bank

2 The metallic and paper currencies of India

3 The chief provisions of the Indian Negotiable Instruments Act relating to cheques promissory notes bills of exchange and hundis with reference to the negotiation presentment and payment of these instruments

The examination will be entirely a written examination One paper Time—two hours
The total marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
Written examination	100	60	45

Text books recommended—Parts I and III of the Banker's Clerk (Houlston's Industrial Library) or chapters 6 to 13 15 16 18 and 20 of W Gilbart's Banking edited Michie (Bohn's series) for sub head No 1

Intermediate Examination

1 The theory and practice of banking deposits remittances loans and discounts The nature and utility of banking Joint stock and private banks The general administration of a bank the administration of bank during seasons of pressure and with regard to the employment of it funds Banker's clearing house

2 The metallic and paper currencies of England and India

3 The leading provisions of the Indian Negotiable Instrument Act of 1881 with latest amendments with special reference to the negotiation presentment noting protesting and payment of cheques promissory note bills of exchange and hundis

4 The leading provisions of the Indian Companies Act of 1882 omitting sections 96 to 152 and 191 to 219

5 The value and price of commodities metallic and paper money credit and foreign trade
The examination will be entirely a written examination One paper Time—three hours
The total marks and the minima required for passing shall be as follows —

	Maximum	Minimum for passing	
		1st class	2nd class
Written examination	100	60	45

Text books recommended—W Gilbart's Banking volume I, chapters 6 to 21 inclusive and volume II chapters 25 27 and 30 for sub head No 1 (George Bell and Sons London) Parts I and III of the Banker's Clerk (Houlston's Industrial Library) J F Syme Text book of Political Economy chapters 1 2 and 8 to 14 for sub head No 5

H D TAYLOR
Ag Secretary to Government

MISCELLANEOUS NOTIFICATIONS

APPOINTMENTS

The Director is pleased to make the following appointments with effect from the date of retirement of M R Ry T Mathai —

M R Ry P G Nanchi Aiyar, B A L T Sub Assistant Inspector of Schools Palghat range and Acting Sub Assistant Inspector of Schools Calicut range, to be Sub Assistant Inspector of Schools in the latter range

M R Ry M C Kannan Nambiyar L A Sub Assistant Inspector of Schools, Narasapatam range and Acting Sub Assistant Inspector of Schools, Palghat range, to be Sub Assistant Inspector of Schools in the latter range

M R Ry G Dasanna Pantulu, Acting Sub Assistant Inspector of Schools Narasapatam range to be Sub Assistant Inspector of Schools in that range in the probationary class

Office of the Director of Public Instruction
Madras 3rd July 1905

A G BOURNE,
Director of Public Instruction

3394

GRS 34]

No- 4670 Edn 188-09-2

GOVERNMENT OF H H THE MAHARAJA OF MYSORE

General and Revenue Secretariat

(Education)

Office Memorandum

To The Director Dept of Edn in Mysore

the 1-12- 1909

The accompanying ~~applicant~~ letter dt the 16th November 1909 from Mr G C Lakshminarayya, Principal, Commercial High School, Bangalore, requesting that the State ~~Commercial~~ Technical School arrangements for the facility of Commercial Subjects-Short hand and Type Writing-may be made available either at the Dawar's College of Commerce Bombay or in the Commercial School, Bangalore is forwarded to the Dept of Edn for consideration in connection with the Scholarship

MCC1B—6000—1 9 04

1909/1/12

3394

GRS 34J

No 4670 Edn 188-09-2

GOVERNMENT OF H H THE MAHARAJA OF MYSORE

General and Revenue Secretariat

(Education)

Office Memorandum

To The Dirpr Genl of Edn in Mysore

the 1-12- 1909

The accompanying ~~applicant~~ letter of the 16th November 1909 from Mr G C Lakshminarasaiya, Principal, Commercial High School, Bangalore, requesting that the State ~~Commercial~~ Technical Schlrships for the study of Commercial Subjects-Shorthand and Type Writing-may be made tenable either at the Dawar's College of Commerce Bombay or in the Commercial School, Bangalore, is forwarded to the Dirpr of Edn for consideration in connection with the Schlrships

MGCLB-6000-1 9 04

NRN 1/12

of 1910 with the Remark that the State Technical Scholarships ~~have been instituted for training~~ are intended for training in those arts and industries for which facilities do not exist in the State and that applications for scholarships for the Study of Commercial Subjects in Bombay will therefore ~~have to~~ may be refused if facilities for learning the same Subjects exist in the Commercial Schools at ~~Mysore~~ Bangalore or Mysore

By order

1/12

For Secy

30/1/09

30/1/09

1/12

Edn 81]

OFFICE OF INSPECTOR GENERAL OF EDUCATION IN MYSORE,

No 5453/380 Encl one

Bangalore, 2nd December 1909

D 3792

From

J Weir, Esq ,M A ,
~~H J BHABHA, Esq, MA,~~
Inspector General of Education in Mysore

To

K S Chandrasekhara Iyer, Esq ,B A ,B L ,
Secretary to the Government of H.H the Maharaja of
Mysore, General and Revenue Departments, Bangalore

SIR,

With reference to your memorandum No 4670/Edn188-09 dated 1st December 1909, I have the honour to inform you that in the list of candidates for Technical Scholarships recommended in this office No 5450/378 dated 2nd December 1909, the name of one candidate for admission to the Davar College of Commerce Bombay was included in accordance with Government Order No. 8467-9/Edn144-07-6 dated 26th February 1908. But his name was placed tenth on the list of recommendations for nine vacancies, as it does not seem reasonable to send candidates to Bombay at Government expense when adequate facilities exist for the study of Commercial Subjects in Bangalore Under the circumstances I have now the honour to recommend that para 2 of the letter forwarding the recommendations for scholarships may be omitted and the name of L W Michael removed from the list of candidates recommended

2 I have further to recommend that as adequate facilities now exist in Bangalore for instruction in Commercial Subjects, Davar's College may be removed from the list of institutions at

4

at which these technical scholarships are tenable

3 The enclosure forwarded with the memorandum is returned herewith

I have the honour to be,

Sir,

Your most obedient servant

Inspector General

GRS 26]

File No 188/09
Serial No 4

Diary No of letter replied to 3792

No 5226 8/17/12/09
Edn 188-09

General and Revenue Secretariat
( )
, the 190

Date of issue 17.12.09

Signed by

To
The Inspector General
of Education in
Mysore,
Bangalore

Sir,

With reference to your letter No 5453/380 dated 2nd Dec., 09, reporting on the petition of G. Lakshmanarayana, of the Commercial High School Bangalore, I am directed to request you to be good enough to furnish the office with a copy of the prospectus or Syllabus of the Commercial High School Bangalore, for reference. I have the honour (etc.)

For Secretary
17/12/09

SUBJECT

at which these technical scholarships are tenable

3 The enclosure forwarded with the memorandum is returned herewith

I have the honour to be,

Sir,

Your most obedient servant,

Inspector General

GRS 26]

File No 188/09
Serial No 4

Diary No of letter replied to 3792

No 5226 S/T/12/09
Edn 188-09

General and Revenue Secretariat
( )
, the 190

Date of issue 17.12.09

Signed by

To
The Inspector General
of Education in
Mysore,
Bangalore

Sir,

With reference to your letter No 5453/380 dated 2nd Decr. 09, reporting on the petition of G Lakshmanarayana, of the Commercial High School Bangalore, I am directed to request you to be good enough to furnish this office with a copy of the prospectus or syllabus of the Commercial High School Bangalore for reference. I have &c (Vide)

For Secretary
S/13/12/09

SUBJECT

List of enclosures

Copied by

Examined by

GPB—10 000—20 4 00

D. 4712

Edn 81]

OFFICE OI INSPECTOR GENERAL OF EDUCATION IN MYSORE,

No 6639/456 & one file Bangalore, 5th January 1910

Edn 188-09
Sl 5

From H J Bhabha
~~H J BHABHA~~, ESQ, M A,
Inspector General of Education in Mysore

To C.S Balasundaram Iyer Esq, BA,
Offg Secretary to the Govt of H. H.
the Maharaja of Mysore,
General & Revenue Depts,
Bangalore

SIR,

I have the honour to forward herewith enclosed Copies of Syllabuses of the Commercial High School, Bangalore, for reference as desired in your letter No 5226/Edn 188-09-4 dated 17th December 1909

I have the honour to be,
Sir,
Your most obedient servant,
H. Basudevayya
Inspector General.

CKS

I Book-keeping and Accountancy

Public Examinations

(1) Madras Government
(2) London Chamber of Commerce
(3) National Union of Teachers, London
(4) Midland Counties Union, Birmingham
(5) Central Association of Accountants, London
(6) Institute of Commerce (England)
(7) Society of Commerce (Scotland)
(8) National Federation of Accountants, London
(9) Society of Book-keeping Teachers

Course of study

Vide Fort St George Gazette July 4th 1905 Part I B
Pages 420 and 421
" London Chamber of Commerce Syllabus,
Pages 1, 28 and 29
" National Union of Teachers Syllabus,
Pages 20 and 23
" Midland Counties Union,
Pages 21, 22, and 23
" Central Association of Accountants etc
(Copy of Syllabus attached)

II Commercial Correspondence and Office Routine

Public Examinations

(1) Madras Government
(2) National Union of Teachers, London
(3) Midland Counties Union, Birmingham

Course of study

Vide Fort St George Gazette July 4th, 1905 Part I B

Pages 41 and 41a

" tional Union of Teachers Syllabus,

Pages 23, 25, and 27

" idland Counties Union,

Page 24

III Banking and Currency including Political Economy

Public Examinations -

(1) Madras Government

(2) National Union of Teachers, London

(3) London Chamber of Commerce

Course of study -

Vide Fort St George Gazette July 4th, 1905, Part I, P

Page 422

" National Union of Teachers Syllabus

Pages 13 and 19

" London Chamber of Commerce Syllabus,

Pages 13, 25, and 27

IV ethods and Machinery of Business

Public Examinations -

(1) London Chamber of Commerce

Course of study -

ide London Chamber of Commerce Syllabus

Pages 26 and 27

V Commercial and Industrial Law

Public Examinations -

(1) London Chamber of Commerce

(2) ational Union of Te chers, London

Course of study -

ide London Che ber of Com erce Syllabus,
Page 28
ational Union of Teachers Syllabus,
Pages 3 and 3

VI Commercial Geography and History

Public Examinations -

(1) Madras Government
(2) London Chamber of Commerce
(3) National Union of Teachers, London
(4) Midland Counties Union, Birmingham

Course of study -

Vide Fort St George Gazette July 4t ,1905, Part I B
Pages 419 nd 420
" London Chamber of Commerce Syllabus,
Pages 13, and 24
" National Union of Te chers Syllabus,
Pages 34 and 35
" Midland Counties Union,
Page 23

VII Shorthand

Public Examination -

(1) Madras Government
(2) London Chamber of Commerce
(3) National Union of Te chers, London
(4) Midland Counties Union, Birmingham
(5) Pitman's Speed Certificates

Course of study -

Vide Fort St George Gazett July 4t ,1905 Part I B

21

Pages 415 and 416

" London Chamber of Commerce Syllabus,

Pages 14 and 32

" National Union of Teachers Syllabus,

Page 25

" Midland Counties Union, Syllabus,

Page 26

VIII Typewriting

Public Examinations -

(1) Madras Government.

(2) London Chamber of Commerce

(3) National Union of Teachers, London

(4) Midland Counties Union, Birmingham

Course of study

Vide Fort St George Gazette July 4th 1905 Part I B

Pages 416 and 417

" London Chamber of Commerce Syllabus,

Pages 15 and 33

" National Union of Teachers Syllabus,

Pages 25 and 27

" Midland Counties Union, Syllabus,

Page 27

IX Subjects Proposed to be introduced

(1) Esperanto (2) Secretarial Work and Practice

For course of study in (1) please see J U T Syllabus pages 29 and 30, C U Syllabus Page 29, I C C Syllabus Pages 31 and 33

For Course of Study in (2) please see attached Syllabus (Copy)

———o———

7/

Syllabus of Examinations conducted by the Central Association of Accountants, etc

Intermediate

(1) Advanced Book-keeping

(2) The Law relating to Partners and Executors

(3) Partnership and Executorship Accounts

(4) The Rights and Duties of Liquidators, Trustees and Receivers

(5) General Commercial Knowledge

Licentiate

(1) Advanced book-keeping and general commercial knowledge

(2) Auditing

(3) Executorship Accounts

(4) The rights and duties of liquidators, trustees and receivers

(5) Joint stock company and bankruptcy laws

(6) Mercantile law

Fellow

(1) Auditing

(2) The adjustment of partnership and executorship accounts

(3) The law relating to partners and executors

(4) The rights and duties of liquidators, trustees and receivers

(5) Joint stock company and bankruptcy laws

(6) Mercantile law

(7) The law of arbitration and awards

Secretarial Work and Practice

Secretarial work in general, correspondence, filing, indexing, preparation of agenda, minutes, reports, procedure at meetings, formation of companies and secretary's work in relation thereto, application and allotment of shares, calls, debentures, their registration, issue and redemption, transfer, dividends, annual return and summary, financial returns, preparation for audit, company books and accounts

—o—

B. Akshara Ramaiah, 27/10/69
Principal
Govt Polytechnic School Bangalore